



GLOBAL INSIGHTS

1094 Gordon Combs Road NW
Marietta, GA 30064
(770) 514-7346
Fax (770) 514-0872
Toll Free 1-888-246-7863
Web Site: www.globalinsights.org
Email: GLInsights@aol.com

Student Travel Request Form

This form is to be completed if a student would like to request permission to travel without his/her host family or Area Representative, or in cases where the student requests to miss school to travel. Travel arrangements are not to be made until the form is signed by the Global Insights President and returned to the student. Students may not travel without their host family during major family holidays or when it conflicts with other host family commitments. Travel with natural parents is usually permitted only in the last month of the program so that it does not interfere with host family and school adjustment. Because the exchange year is an academic year and school attendance takes precedence over other activities, travel which would interfere with regular school attendance is rarely permitted and will only be considered at the request of the school principal. All travel requires a chaperone over the age of 25.

Travel requests must be submitted to the Global Insights President a minimum of two weeks prior to the requested departure date. Please read and complete this entire form. All necessary signatures must be included for the travel request to be considered. If the travel requested involves traveling without the host family or Area Representative, a letter must be included from the student's natural parent(s) authorizing this specific trip. In addition, a letter will be required from the chaperone stating he/she accepts responsibility for the student during this specific trip. Failure to comply with the Global Insights travel rules will result in disciplinary action, including possible dismissal from the program.

Student's Name _____ **ID#** _____

Date Request Submitted _____ **Requested Travel Dates** _____

Reason for Travel _____

Mode of Travel _____

Destination _____

Address(es) and Phone Number(s) at Destination(s). (Include dates if more than one destination.)

Name, age, address, phone number of chaperone _____

****If this is a request to miss school, the following must be completed:**

Dates of school student requests to miss (limited to two unless a special request is received from the school principal) _____

Student's teachers must complete the following information:

Class	Grade	Absences	Teacher's Signature	Date

(over)

To The Principal:

This Global Insights student is requesting to miss school for the purpose of travel listed above. By signing this form, you agree that the student is in good academic and behavioral standing and will be given the opportunity to make up missed work (within school policies).

Principal's Signature _____ **Date** _____

To The Host Parents:

I understand that any travel (aside from host family vacations during school breaks) for Global Insights students must be approved in advance. I am in agreement with the above travel request and understand that Global Insights is not responsible for any financial losses incurred if travel arrangements are made prior to approval from the Global Insights President.

Host Parent Signature _____ **Date** _____

To The Student:

I understand that travel approval will be considered on the basis of the educational value of the travel, my academic record, and my status with my host family and understand that any disciplinary action, whether current or past, will be taken into consideration as well. I understand that Global Insights will limit the number of trips that are separate from my host family or which require absence from school (1-2 day maximum without a special request from the principal). I further understand that Global Insights is not responsible for any financial losses incurred if travel arrangements are made prior to approval from the Global Insights President.

Student's Signature _____ **Date** _____

To The Area Representative:

I am in agreement with the above travel request.

Area Representative's Signature _____ **Date** _____

The above request for travel is: _____ Approved _____ Not Approved

Global Insights President _____ **Date** _____